



CITY OF SAN ANTONIO

DEPARTMENT OF DEVELOPMENT SERVICES

TO: Development Services Department Customers

SUBJECT: **INFORMATION BULLETIN 112**
Tent Certificate of Occupancy

DATE: December 28, 2005

The purpose of this information bulletin is to assist you with your temporary use tent project and to advise you as to what regulations and steps are necessary to erect and legally use your tent in the City of San Antonio.

The Development Services Department (DSD) requires that tents erected for temporary uses comply with Section 35-395 of the Unified Development Code (UDC). The following are maximum use times and other criteria that apply to tents erected for temporary uses:

Promotional Circuses and Carnivals tents:

- maximum time period is 2 weeks.
- hours of operation shall be limited from 9:00 a.m. to 10:00 p.m.
- site where tent is located shall be a minimum of one (1) acre in size.
- shall not be located within five hundred (500) feet of property used for residential purposes.
- may be permitted in nonresidential zoning districts.

Christmas Tree Sales tents:

- maximum time period is 45 days.
- may be permitted in nonresidential zoning districts.

Religious Meeting tents:

- maximum time period is 30 days.
- may be permitted in nonresidential zoning districts

Tents used for Special Events including but not limited to retail sales, fairs, clinics, receptions, dinners, etc.:

- maximum time period not to exceed 1 week.

NOTE: All temporary uses associated with tents shall comply with the noise limitations found in Chapter 21 of the City Code.

Tents that are not temporary, exceed one hundred and twenty (120) square feet and are proposed for longer duration and are considered semi-permanent will require a building permit and shall comply with the *International Building Code* and *International Fire Code*.

Certificate of Occupancy and Required Inspections: Prior to erecting a tent, applicants must apply for a Certificate of Occupancy at DSD's offices located at 1901 S. Alamo where they will pay the required \$75 Certificate of Occupancy fee. After making application, required inspections will be scheduled by DSD after coordination with the applicant for a date and time after which the tent will have been erected and ready for inspection by building, electrical, fire and health inspectors (if applicable). Open air canopies will not require a fire inspection.

Items to be submitted include:

- site plan showing where the tent will be located on the property
- notarized letter from the property owner giving permission for the tent to be installed on their property (letter should include event type and dates)
- fire retardant certificate
- completed certificated of occupancy application

Items to be inspected include:

- tent location to comply with setbacks and clear vision area
- occupancy load
- exiting and temporary electrical wiring and/or power generators
- fire extinguishers to be type 2a10bc
- enclosed tents will also require battery operated exit signage and emergency lighting.

NOTE: Temporary electrical wiring and/or power generators must comply with the *National Electrical Code* and DSD's **Information Bulletin 113**.

After-hours inspections: Inspections requested after normal business hours will require the after-hours inspection fee of \$60 per discipline for building, electrical and \$123.60 for fire, in addition to the certificate of occupancy fee mentioned above. This fee is paid at the time the applicant pays the Certificate of Occupancy fee.

Should you have any questions on this informational bulletin, please call the Chief Building Inspector at 207-8314 or the Development Services Manager at 207-0159.